



**LOS ANGELES COUNTY  
COMMISSION FOR OLDER ADULTS**

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**Board of Supervisors**

Gloria Molina, 1<sup>st</sup> District  
Mark Ridley-Thomas, 2<sup>nd</sup> District  
Zev Yaroslavy, 3<sup>rd</sup> District  
Don Knabe, 4<sup>th</sup> District  
Michael D. Antonovich, 5<sup>th</sup> District

**Executive Board**

Bernard Weintraub, President  
Aida M. Villalobos, 1<sup>st</sup> Vice President  
Peter J. McGrath, 2<sup>nd</sup> Vice President  
David Siegrist, Secretary  
Barbara Sinclair, Fiscal Officer

**Executive Liaison**

Brenda Sapp-Pradia

**EXECUTIVE BOARD MEETING  
MINUTES**

3175 W. Sixth Street - Los Angeles, CA 90020  
3<sup>rd</sup> Floor Executive Conference Room

**Tuesday, February 22, 2011  
10:00 a.m. - 12:00 p.m.**

**Executive Board Attendees**

Bernard Weintraub, President  
Aida M. Villalobos, 1<sup>st</sup> Vice President  
Peter J. McGrath, 2<sup>nd</sup> Vice President  
David Siegrist, Secretary  
Barbara Sinclair, Fiscal Officer

Visitors: Ed Duran, Gloria Duran, Sol Fingold, Nneenah Frazier, Amos Fried, Marilyn Fried, William Jackson, and Barbara Meltzer

CSS Staff Present: Lorenza C. Sánchez, Assistant Director; Brenda Sapp-Pradia, Program Manager; Larry Littleton, Human Services Administrator I; and Guillermo Medina, Staff Assistant II.

**I. CALL TO ORDER**

President Weintraub called the Executive Board Meeting to order at 10:10 a.m.

**II. APPROVAL OF AGENDA**

Financial Officer Barbara Sinclair moved the motion to accept the agenda as presented. 2<sup>nd</sup> Vice-President seconded the motion. Motion was passed.

**III. APPROVAL OF MINUTES**

The minutes for the Executive Board Meeting held on January 18, 2011 were approved with the following correction: Commissioner Barbara Meltzer stated that Commissioner Gloria Duran should be stated as attending the meeting instead of Commissioner Irene Griffith.

**IV. PRESIDENT'S REMARKS**

President Weintraub stated that three meetings remain before the year is over and to complete the Commission's assignments. President Weintraub expressed his wonderment at not receiving any responses from elected officials that the Commission sent congratulatory letters to. He also requested an attendance log of all committees and the General meeting, to ensure that Commissioners are attending meetings. A meeting has been scheduled for the Nominating

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Committee for March 7, 2011 at 9:30 a.m. CSS staff was asked to make arrangements for a meeting location.

**V. FINANCE REPORT**

Commissioner Barbara Sinclair stated that she can't give a proper finance report because she is missing information. She requested information regarding the total final costs for the two commissioners who are attending the ASA Conference in San Francisco. She also requested information on upcoming conferences and training seminars. In addition, she wanted clarification of where the budget for OARD comes from. She is requesting an updated budget with line item expenditures.

Lorenza C. Sánchez stated CSS staff will provide an updated line item expenditure report as of February 15, 2011. Ms. Sanchez will also clarify where the funds for the OARD event come from and the amount allocated for the OARD event. Ms. Sanchez will also distribute the County fiscal manual.

**VI. LEGISLATIVE REPORT**

No report was given.

**VII. LACCOA STRATEGIC PLAN**

Lorenza C. Sánchez distributed a copy of the updated CSS Strategic Plan and stressed that the LACCOA Strategic Plan is due by June 2011.

Discussion included how LACCOA's Strategic Plan can be in line with the Strategic Plan of CSS. The Executive Board agreed to form an Ad Hoc committee to work on LACCOA's Strategic Plan, possibly with the assistance of an outside facilitator.

**MOTION:** 2<sup>nd</sup> Vice-President Peter McGrath introduced a motion to invite all committee chairs for a special meeting to discuss the LACCOA Strategic Plan and to determine who will be part of this Ad Hoc. Commissioner Sinclair seconded the motion. The motion was passed.

CSS staff will notify Commissioners of possible meeting locations and times.

**VIII. ADMINISTRATIVE REPORT**

Larry Littleton stated that all Commissioners will be receiving new badges in the near future.

Brenda Sapp-Pradia alerted the Executive Board that the California Department of Aging will be conducting an audit starting April 11, 2011.

President Weintraub asked if there were any comments or concerns regarding the CSS staff. Input included the following: Commissioner Fingold asked if it was possible to purchase paper and printer ink at County cost; Commissioner Siegrist indicated that the new LACCOA business cards were nice, Commissioner Fried requested that the minutes are reviewed by the committee chairpersons before they are sent out; and Commissioner Meltzer asked if Commissioners and CSS Staff, out of courtesy, reply to emails to verify that they received the emails.

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**IX. OLD BUSINESS**

- Ad Hoc and Special Committee Reports reported by 1<sup>st</sup> Vice-President Aida Villalobos:

- ❖ OARD

Ms. Villalobos stated that Barbara Sinclair was elected chairperson.

Brenda Sapp-Pradia announced that the OARD event for the 4<sup>th</sup> District has been scheduled for May 25, 2011. A tentative date of May 23, 2011 has been reserved for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Districts. Ms. Sapp-Pradia stated that last year the Department was reprimanded for not following County policy of obtaining three competitive bids for the facility for the OARD event. The department is in the process of obtaining bids from three locations: Cathedral of Our Lady of the Angels Church, Walt Disney Concert Hall, and the Dorothy Chandler Music Center. It was also noted by several attendees that the OARD event shouldn't be held at the Cathedral Church.

- ❖ Awards Ceremony and Annual Installation

Commissioner Villalobos suggested combining these two Ad Hoc committees and the first meeting will be scheduled in March.

- ❖ Policy and Procedures

The first meeting will be scheduled in March.

- ❖ Bylaws

No report was given

- ❖ Needs Assessment

Commissioner Fried reported that staff is in the process of securing needs assessment reports from various cities and counties within California and also from cities in other states with a large senior population.

To date, staff has forwarded the following:

- More to Give—Tapping the talents of the Baby Boomer, Silent and Greatest Generation. 2008—AARP
- Boomers are ready for Nonprofits But are Nonprofits ready for them? 2007 The Conference Board
- 2010 Needs Assessment Consumer Advocacy—Dept. of Aging and Adult Services—Office on the Aging—San Francisco, CA
- 2010 Summary of Needs Assessment Findings—Transportation—San Francisco
- 2009 Summary of Needs Assessment Findings—Caregiver Support—San Francisco
- The Boomers' Guide to Good Work—An Introduction to Jobs That Make A Difference. 2007
- Are You Experienced? How Boomers can Help Our Government Meets Its Talent Needs—Civic Venture Series 2007
- Senior Centers—Strong Today Stronger Tomorrow—CA Commission on Aging Senior Center Initiative Final Report 2010
- Senior Center Literature Review—CA Commission on Aging—Reflecting & Responding to Community Needs 2009

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Surveys are slow in arriving. Once the surveys are all in, staff will analyze them. The results will be used to help in assessing the needs of L.A. County's seniors in preparing the 2012-2016 Area Plan.

Commissioner Fried stated that the following will need to be looked at in assessing the needs of L.A. County's Seniors:

- How were seniors and baby boomers about to become seniors, impacted by the 2008 recession?
- How are seniors being affected by cut backs in programs, services, and financial assistance due to today's financial situation?

- Standing Committee Reports:

Commissioner McGrath requested Committee Chairs to give their committee reports.

- ❖ Area Plan Committee:

Commissioner Fried reported that the Public Hearings have been completed. A draft Area Plan update has been prepared by staff and committee members were requested to give input. Commissioner Fried thanked Barbara Meltzer for assisting with the publicity for the hearings and Commissioners Gloria Duran, Cindy Skovgard, Arlene Okamoto, and Natalie Ambrose for serving as hearing officers. She also thanked Sol Fingold, Elizabeth Wilson, Mary Helen Cruz, Peter McGrath, Sam Park, and Aida Villalobos for attending at least one public hearing and those Commissioners who encouraged participation in the hearings in their districts.

The next Area Plan Committee meeting will be held at 9:00 a.m. preceding the next LACCOA meeting on March 7, 2011. On the agenda will be a discussion of the draft update, lessons learned, and suggestions for the future.

- ❖ Communications:

Commissioner Meltzer stated the following:

- If there are not any more comments for the LACCOA brochure, she will send the brochure to Larry Littleton.
- She will be meeting with the CSS production team to discuss the video and will need to know who will be the celebrity spoke person.
- Does the newsletter need a new name?

- ❖ Membership Committee:

Commissioner Frazier presented to the Executive Board a draft of the application for Commission membership. Question 14, 16 and 17 of the application was rephrased. Question 15 was removed from the application. The Public Release Form was removed from the application. During discussion, it was determined to make an effort to recruit from all areas of the County.

- ❖ Health, Nutrition and Long-Term Care

Commissioner Duran, Committee Co Chair, thanked the Commissioners who attended Dr. Tony Kuo's presentation during the committee meeting in February.

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❖ Legislative and Advocacy:

Commissioner Fingold stated only two members attended the last meeting, not enough for a meeting.

❖ Housing and Transportation Committee

Commissioner Villalobos stated the next 'Seniors on the Move' workshop is scheduled for February 24, 2011, at the Glendale Adult Recreation Center. She encouraged Commissioners to attend and assist.

She asked CSS staff to send out an email reminder to the Commission.

• District Lead Commissioners Update:

❖ 1<sup>st</sup> District

Commissioner David Siegrist reported that there have been applications submitted for the vacancies in the 1<sup>st</sup> district but he has not heard back from the Supervisor's office.

❖ 2<sup>nd</sup> District

No report given.

❖ 3<sup>rd</sup> District

No report given.

❖ 4<sup>th</sup> District

No report given.

❖ 5<sup>th</sup> District

No report given.

**X. NEW BUSINESS/ANNOUNCEMENTS**

Commissioner Sinclair announced that there is an interesting article on Supervisor Don Knabe in the Los Angeles Times. Also, there will be an upcoming event titled 'Culturally Sensitive Interventions for Grandparents Raising Grandchildren'. CSS staff will send out flyer to LACCOA commissioners.

**XI. OTHER**

No report given.

**XII. ADJOURNMENT**

Meeting was adjourned at 12:25 p.m.

**APPROVED AND FILED: MARCH 21, 2011**